



Enrollment Action Checklist

State Pensioners - Medicare Eligible

2020 Benefits Open Enrollment Period: May 04 – 20, 2020
Coverage Effective Date: July 1, 2020

All the information you need to help you prepare for and complete Open Enrollment is located on the Office of Pensions website:
delawarepensions.com > select "Open Enrollment"

❖ What You Need To Know For This Open Enrollment:

- ↳ You **DO NOT** need to take any action **unless** you are enrolling, cancelling or making changes to your dental and/or vision coverage for you or your spouse/dependent(s).
 - **Important:** If you cover a spouse on a non-Medicare health plan, a new Spousal Coordination of Benefits Form **MUST** be completed (view details below).
- ↳ There are **no changes** to the rates for the Highmark Delaware *Special Medicfill* Medicare Supplement plans on July 1, 2020. **You cannot make changes to your Special Medicfill coverage until the fall of 2020 unless you experience a qualifying event.**

❖ What You Need to Do:

- ☐ If you wish to enroll, make changes or cancel coverage for you or your spouse/dependent(s) for **dental and/or vision benefits** during 2020 Benefits Open Enrollment, complete and submit the necessary forms to the Office of Pensions **by May 20, 2020**. Forms are included in the packet mailed to your home prior to Open Enrollment and also available on the Office of Pensions website.
 - When submitting your forms to the Office of Pensions, choose one of the following options:
 - Scan and e-mail to pensionoffice@delaware.gov
 - Fax to (302) 739-6129
 - Mail to Office of Pensions, McArdle Building, 860 Silver Lake Blvd, Ste 1, Dover, DE 19904-2402
- IMPORTANT:** If you are not making updates/changes, **DO NOT** submit these forms.
- ☐ If you cover a spouse on a **Non-Medicare Health Plan** effective **July 1, 2020**, complete the online [Spousal Coordination of Benefits \(SCOB\) Form](#) **between April 13 – May 20, 2020**. **Failure to submit a new form each year will result in a reduction of spousal non-Medicare health benefits.**
 - If you cover a spouse under the **Special Medicfill Medicare Supplement Plan**, you **DO NOT** need to complete a new Spousal Coordination of Benefits Form.

- ❑ ***If enrolling a spouse or other dependent child for the first time***, you will be required to submit a Birth Certificate (for dependents only), Marriage Certificate, Social Security numbers or other required documentation as applicable to the Office of Pensions.
- ❑ ***If enrolling a dependent child for the first time***, complete a Dependent Child COB Form only if you are newly enrolling a dependent(s) on your health (Aetna or Highmark Delaware) plan for July 1, 2020 and the dependent(s) have other health coverage. Access the DCOB Policy and Form on the [Office of Pensions website](#).

Have questions about Open Enrollment or your benefits?

Contact the Office of Pensions at 1-800-722-7300 or pensionoffice@delaware.gov.